



## RS FORM 2 - JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**MINISTRY/AGENCY/OFFICE:** Ministry of Finance and Treasury

**DIVISION/SECTION:** Inland Revenue Division – Large Taxpayer Office

**DUTY STATION:** Honiara

**POSITION NUMBER (HRMIS):** 273-10210

**MINISTRY VACANCY REF:**

**POSITION TITLE:** Registration Officer – Large Taxpayer Office

**POSITION LEVEL:** L7/8

**ANNUAL SALARY RANGE:**

**THIS POSITION REPORTS TO:** Team leader – Taxpayer services.

**THIS POSITION SUPERVISES:** Nil

### SECTION B - SCOPE OF DUTIES

The Ministry of Finance & Treasury is mandated to provide strategic advice, leadership and reporting on the economic reforms, monetary, budget and fiscal policy to the Solomon Islands Government. Across the public service, the ministry is responsible for the financial reporting, preparing and managing the annual recurrent budget.

The Solomon Islands Inland Revenue Division supports the Ministry in fulfilling its mandated responsibility by maximising the annual revenue collection to ensure the ministry's objectives are met and most so to improve the lives of all Solomon Islanders.

This position will contribute to the corporate functions and objectives of this Ministry by ensuring that all large businesses required to be registered are included in SIIRD's taxpayer registration database. This position will play a key role in ensuring that the tax register is kept accurate as new taxpayers register, taxpayers cease operation, and that taxpayer's particulars - name, address, contact details etc, are kept up to date. An additional role will be to ensure that all payments and tax returns received from the LTO taxpayers are data captured within performance standard guidelines.

## **SECTION C - KEY DUTIES**

1. Contribute to the delivery of agreed outputs and performance standards to ensure speedy processing of all taxpayer information including taxpayer registration applications, processing of tax returns and all payments (all tax types).
2. Manage and handle data processing functions on a day-to-day basis.
3. Ensure workflow, processes, and systems are followed to ensure smooth flow of documentation to be captured into the SIIRD IT system.
4. Resolve potential problems across tax types to ensure timeous processing of returns, forms, and payments.
5. Interact with core tax functions to ensure speedy processing of all returns and payments.
6. Processing new registration applications received over the counter, through the mail and those submitted electronically.
7. Ensure that the registration form is complete and accurate and includes all the relevant detail relating to the taxpayer.
8. Keeping the registration data-base clean of inactive, invalid, or duplicate records.
9. Maintain a high level of integrity.
10. Undertake any other duties as reasonably required or directed by the Responsible Officer or Supervisor.

## **SECTION D - KEY DELIVERABLES**

**The occupant of this position will have their performance assessed according to following key deliverables:**

1. All new registrations, payments, and returns received are processed in line with SIIRD Performance Standards.
2. Registration applications, tax payments, and returns captured into the database are accurate and reliable.
3. Promptly attending to taxpayer counter interviews, telephone requests and correspondence relating to taxpayer registration, filing and payments.
4. Regularly updating the register to insure it is kept up-to-date and clean.
5. Removing those taxpayers from the register that have been classed as inactive.
6. 100% attendance (unless on authorised leave) and compliance with Code of Conduct

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications:**

Diploma or certificate in business or accounting.

### **Desirable Qualifications:**

12 months relevant work experience.

### **Capabilities Required:**

1. Computer skills
2. Numerical skills
3. Analytical skills

## **SECTION F - KEY SELECTION CRITERIA**

**Suitability for this position will be assessed against the following key selection criteria:**

**KSC1.** An understanding of SIIRD's Acts, regulations, and policy an advantage.

**KSC2.** Knowledge to address customer needs.

**KSC3.** Good interpersonal skills.

**KSC4.** Effective written and verbal communication skills.

**KSC5.** Ability to analyse data, make decisions and report on work progress.

**KSC6.** Must be able to demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

**KSC7.** Ability to effectively manage personal workload – solving problems and making decisions to ensure timelines and targets are met as detailed in individual workplans.

**KSC8.** Demonstrate a commitment to gender equity in the workplace.

## **SECTION G - TERMS AND CONDITIONS**

**Fortnightly Salary:** \$1,904.05 - \$2,368.23      **Annual Salary:** \$49,505.29 - \$61,574.10

**Annual Leave entitlement:** 28 days

**Other Conditions of Service relevant to this position:**

- 10% housing allowance is paid per fortnight if housing is NOT provided.
- 22.5% special duty allowance paid per fortnight based on annual salary.
- Annual leave fares and travel expenses.
- 7.5% Superannuation.

**SECTION H - APPROVAL** *(Business use only)*

*This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:*



.....  
**Permanent Secretary/Responsible Officer**



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**Date Approved**

*Additional Comments:*

